

# Parent and Provider Checklist

## Using the Checklist with Parents

### Before the meeting

Print the Parent and Provider Checklist on the next page and take it with you to your meeting with the parent.

### At the meeting

Once you have checked in with the parent and addressed any immediate needs and when you are ready to focus on the treatment plan and the child's goals, talk with the parent about:

- What goal(s) the child has been working on since your last meeting?
- What action steps the child took or accomplished toward the goal(s)?

With the answers to the two above questions in mind, have the parent respond to the two parent assessment questions on the "Parent and Provider Checklist."

### Prior to concluding the meeting

Focus with the parent to develop a plan about what the child will be doing before you and the parent meet again. Note this information in the provided area of the Checklist. The plan should include:

- Goal(s) the child will work on before the next meeting (may be the same goal or a new goal if a goal has been achieved):
- Action steps needed to achieve the goal(s):
- What the parent can do to support the child in achieving his/her goal(s) until the next meeting.
- What supports the parent may need from you to make the plan work.

# Parent and Provider Checklist

Date \_\_\_\_\_

## 1. Check in with parent

Parent's report of any immediate needs:

## 2. Treatment plan review

What goal(s) has your child been working on since the last meeting?

What action steps were taken or accomplished toward the goal(s)?

## 3. Parent's assessment of progress

Rate progress towards goal achievement	Very Poor	Poor	Fair	Good	Very Good
How did your child do on his/her goals since our last meeting?	1	2	3	4	5
Explain:					
How did you do in supporting your child in achieving his/her goals since our last meeting?	1	2	3	4	5
Explain:					

## 4. Make a plan

What goal(s) will your child work on before the next meeting?

What action steps are needed to achieve the goal(s)?

What can you do to support your child in achieving his/her goal until our next meeting?

What do you need for support?

## 5. Next meeting: \_\_\_\_\_